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12 August 1958

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director (Support)

SUBJECT : Junior Officer Training Program

1. This memorandum is for information only.
2. The Office of Training has revised substantially the formal training program for Junior Officer Trainees and has developed a new integrated and extended program which will include two major areas of instruction. The first will be introductory and provide the necessary general preparation for service as a Junior Intelligence Officer. The second will be specialized training designed to meet the requirements of either the Clandestine Services, the DD/I components, or those of the DD/S.
3. Submitted as attachment A is a statement of the general objectives which have been established as a frame of reference for the members of the OTR faculty who will be participating in the program. A program outline, stating detailed objectives and a summary of the scope of each course, is enclosed as attachment B.
4. Under this plan, JOT's being prepared for the Clandestine Services will receive approximately 45 weeks of formal training; and for the DD/I and DD/S around 30 weeks. In addition, they will be given a minimum of 6 months on-the-desk training and 6 months or more of language and area preparation. Thus, with a modest allowance for the additional specialized training which may be necessary in individual cases, the training program for JOT's will constitute approximately two years.
5. This program differs from that followed by JOT's in the past, in that: the content of instruction has been expanded; courses have been arranged in a more systematic and logical sequence; and JOT's now will

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receive the bulk of their formal training prior to their first on-the-job assignments. I believe these changes will result in a number of advantages. We will have increased opportunity to develop significant information about the individual trainee which will assist the Agency in making the best use of the aptitudes and talents which these young men and women bring to us. The Office of Training will be able better to assure that JOT's receive all the instruction required to prepare them for predetermined work assignments. More effective provision can be made in the training cycle to give the JOT both the functional skills expected of an Intelligence Officer and the language and area proficiency which may be required.

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MATTHEW BAIRD
Director of Training

Attachments (2)

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